

STARS

State Automated Reporting System

**STARS
Employee Compensation Report (ECR)
Help Manual**

Table of Contents

1. State Automated Reporting System (STARS).....	3
2. Employee Compensation Report (ECR) Requirements / Contact Information.....	3
3. ECR General Instructions	4
4. ECR Specific Instructions	5
5. Appendix A: ECR data items	10
a. Pre-filled data section.....	11
b. Data section to be filled.....	12
6. Appendix B: Export / Import of data	14
a. Data export	14
b. Data Import	16

State Automated Reporting System (STARS)

This document contains the online reporting directions for the Employee Compensation Report which annually collects the actual salary and benefits paid to licensed personnel for the last complete school year. The State Automated Reporting System (STARS) can be accessed at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>. A North Dakota state login identification is needed to obtain access to the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing, and submitting authority to others in the school.

For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual at <http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>.

The Department of Public Instruction annually administers the collection of data through Employee Compensation Reports for North Dakota public LEAs, Special Education Units, and Career and Technology Centers as per North Dakota Century Code NDCC 15.1-02-13. Employee Compensation Reports are **due annually on or before September 10th** in order to report the actual compensation dispersed to teachers licensed by ESPB (the North Dakota Education Standards and Practices Board); and to administrators holding a position that requires an administrator's credential. These data are collected on or before September 10th to describe employee compensation for the previous school year. NDCC 15.1-02-13 states:

"If any School District fails without good cause to provide the information required by this section on or before September 10th and in the manner directed by the Superintendent of Public Instruction, the Superintendent shall withhold all state aid until the information is received."

Therefore, the Superintendent will withhold funding if Employee Compensation reports are not completed by the due date each year. To facilitate efficient data collection, the Department of Public Instruction requests that LEAs and other educational units complete their Employee Compensation Reports online using the State Automated Reporting System (STARS).

For best results, we recommend that Employee Compensation Reports are submitted carefully and that all the specific personnel data contained in the reports are checked for accuracy. **Questions regarding employee compensation reports should be directed to Don Kaiser, Management Information Systems (701-328-1809).**

The Department of Public Instruction (DPI) thanks you in advance for your cooperation, and we encourage you to call or email with any concerns or questions you may have about Employee Compensation Reporting.

General Instructions

Website address: The Employee Compensation form is available for completion on the DPI secure web server at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>.

Import your data: To assist you in the completion of your Employee Compensation Report, the data from your previously completed State Automated Reporting System (STARS) MIS03 report will be available for import to the Employee Compensation Report.

Submission Date/Procedures: Employee Compensation Reports should be submitted for teachers and administrators (see definitions below) that were employed by the North Dakota Department of Public Instruction for the school year being reported. Employee Compensation Reports must be submitted **on or before September 10th** for compensation dispersed during the previous school year.

Definitions: According to NDCC 15.1-27-36:

“Compensation” includes all salaries, benefits, commissions, memberships, the provision of housing, the provision of vehicles, and any other payments, in lieu of payments, or services, reportable as gross income under the Internal Revenue Code.

“Administrator” is an individual employed by a LEA in an administrative position and includes superintendent, assistant or associate superintendent, principal, assistant principal, special education director, CTE director, and any other individual whose position requires an administrator’s credential.

“Teacher” means an individual, other than an administrator, who is licensed to teach by the [State of North Dakota] Education Standards and Practices Board, or approved to teach by the Education Standards and Practices Board and who is employed by the board of a school district (unit or center) in a position classified by the Superintendent of Public Instruction as of July 1, 2001 as:

- Class 22 – Coordinator
- Class 37 - Guidance counselor or school counselor
- Class 40 - Instructional programmer
- Class 41 - Library media specialist
- Class 42 – Special Education Consultant
- Class 56 - Pupil personnel
- Class 59 - School psychologist
- Class 62 - Speech-language pathologist
- Class 68 – Supervisor
- Class 70 - Teacher or special education teacher

Specific Instructions

1. Select the LEA for which you will be filing the Employee Compensation Report.

- Click on the plus sign to the left of the folder titled Compensation to expand the treeview (Figure 1).
- Then click on the plus sign next to the Employee Compensation Report (ECR) to reveal the educational units for which you have permission to complete the ECR (Figure 1).
- Lastly, click on the desired educational unit.

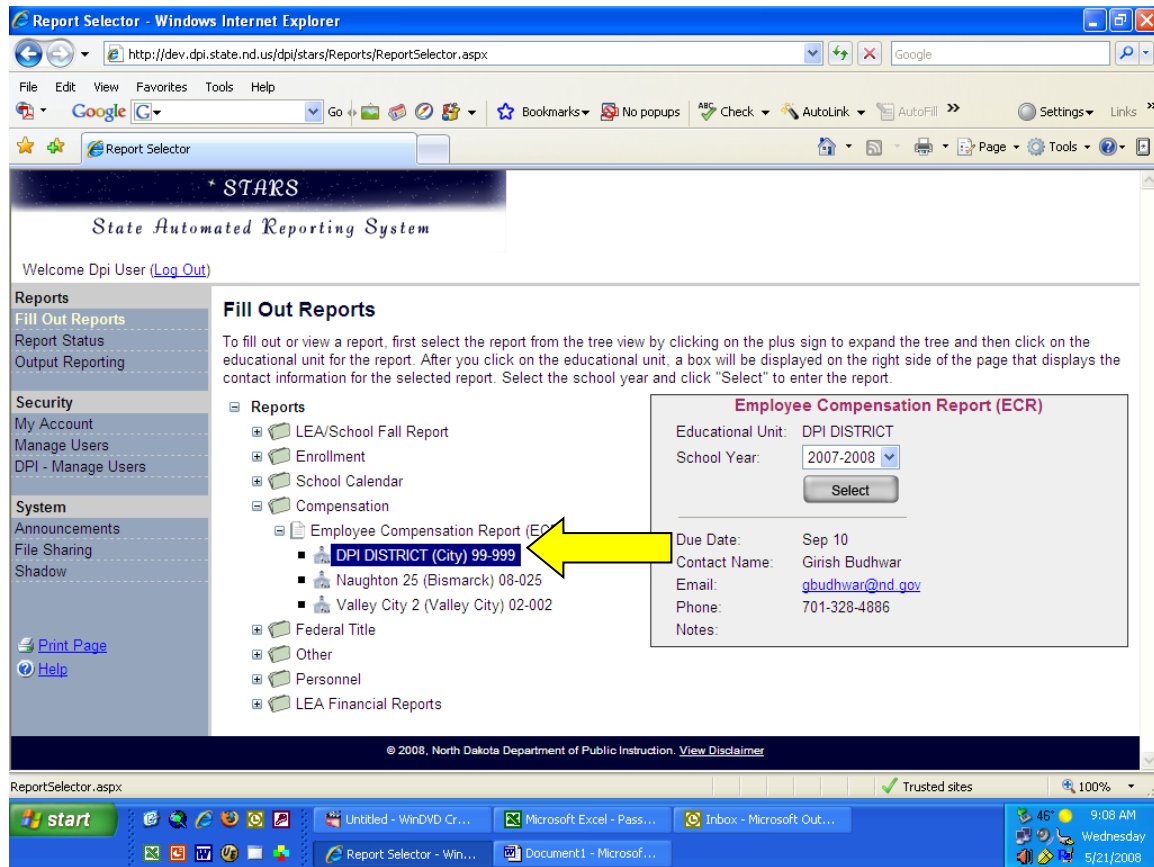


Figure 1: Select the Employee Compensation Report.

2. Open the Employee Compensation Report.

- A gray box will appear on the right side of the screen.
- In the gray box, there is information regarding the report due date along with the DPI contact person and their email address and phone number.
- Choose the school year to complete or review for the Employee Compensation Report.
- Once you have selected the school year, click on the “Select” button in the gray box to open the Employee Compensation Report (*Figure 2*).

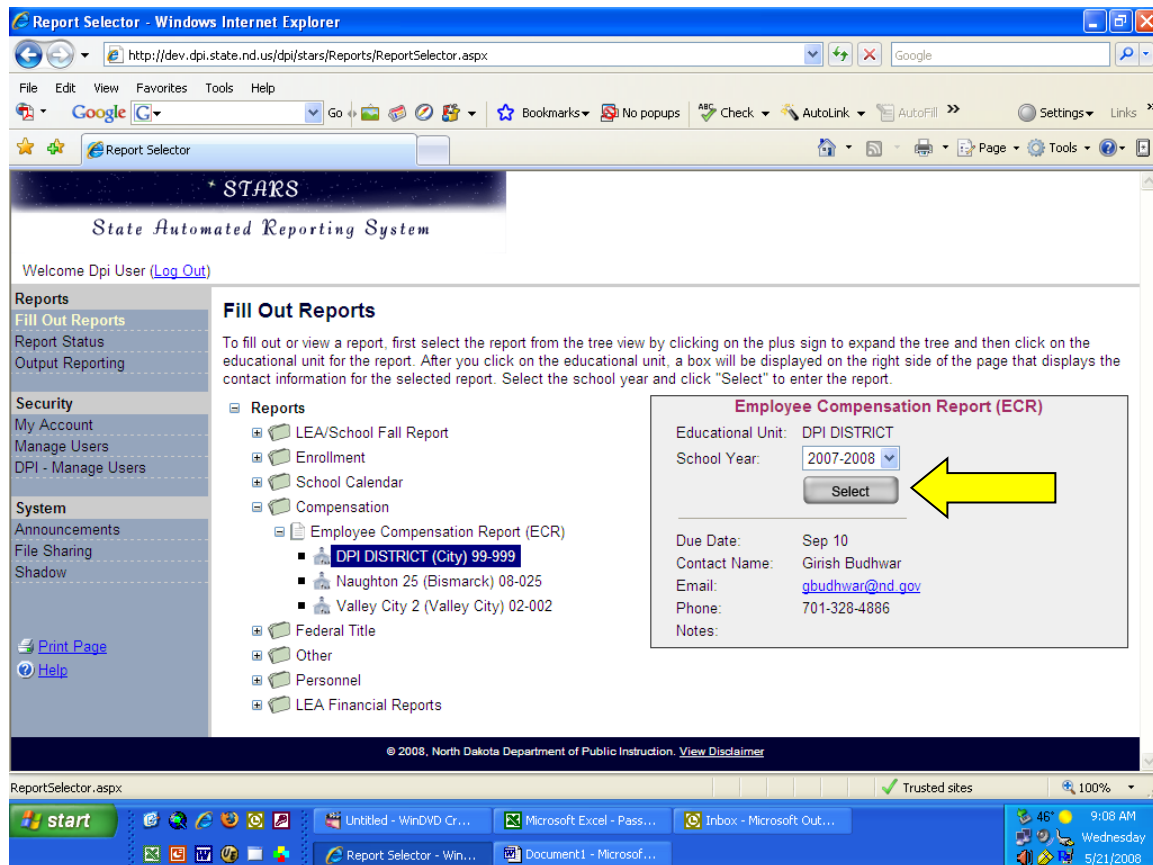


Figure 2: Open the Employee Compensation Report.

3. Selecting Employee Compensation Report records for editing and related functions.

At this point all licensed personal should be visible (figure 3).

- Filter** – Use the filter to view the personnel by LEA, school, or all at one time. This will allow you to manage your data more effectively (work on one school / LEA at a time if you prefer).
- Name** – Click on the name of the individual for whom you would like to add / correct salary and benefit information.

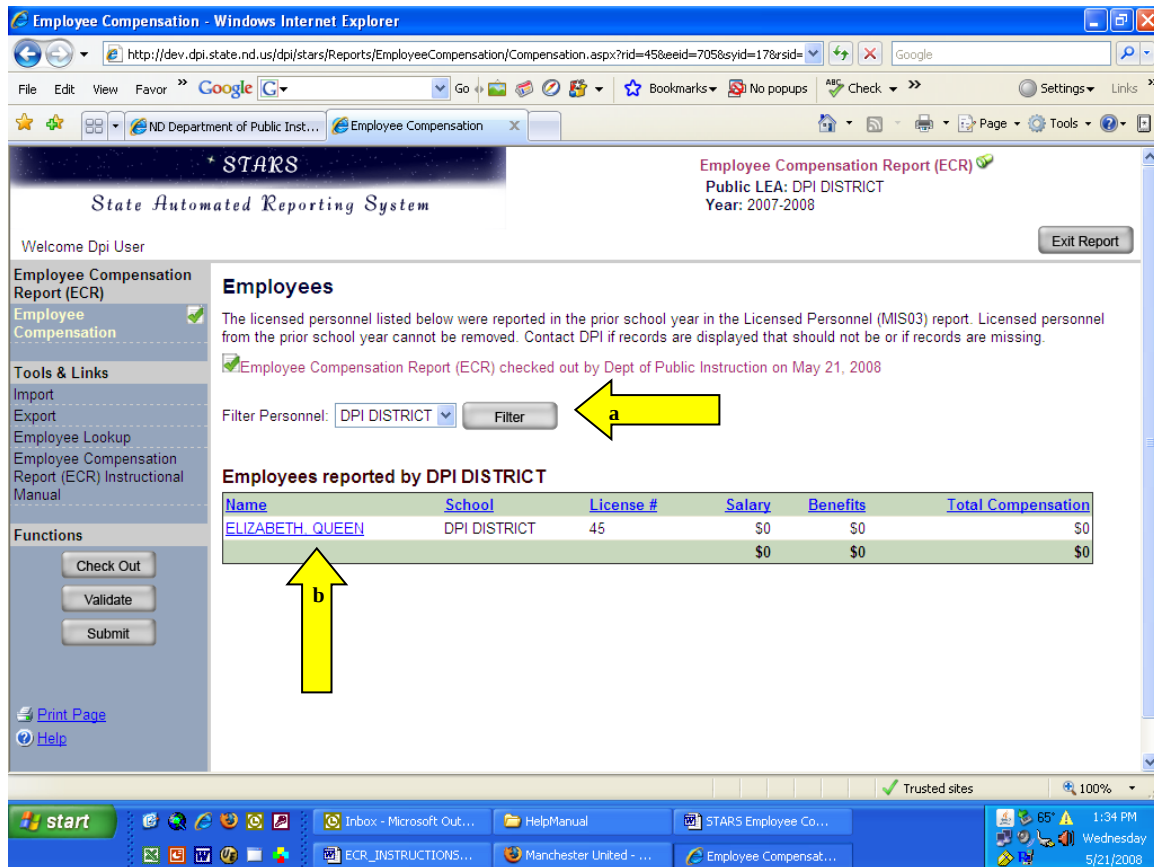


Figure 3: Options for filtering and selecting employees for editing.

4. Once you have an employee record open you can view that record.
 - Depending on the size of your screen and display settings, you may need to scroll up or down.
5. In order to enter or change data you will need to click on the “Check Out” button.

Employee Compensation - Windows Internet Explorer

http://dev.dpi.state.nd.us/dpi/stars/Reports/EmployeeCompensation/Compensation.aspx?rid=458&eid=705&syid=178&sid=71

State Automated Reporting System

Year: 2007-2008

Welcome Dpi User

Employee Compensation Report (ECR)

Employee Compensation

Tools & Links

Import

Export

Employee Lookup

Employee Compensation Report (ECR) Instructional Manual

Functions

Check Out

Validate

Submit

Print Page

Help

Employee - QUEEN ELIZABETH

Enter the employee compensation package for each of the compensation and benefit categories. Round all values to the nearest dollar.

[Return to Employee List](#)

QUEEN ELIZABETH

License Number: 45, Year of Birth: 1967, Gender: Female

Years Experience: 0, Highest Degree: 4 - Bachelor's Degree

New to the state, Teacher Status: Full-time assigned to several schools

LEA: DPI DISTRICT (99-999) NCES ID

School: DPI DISTRICT (99-999)

FTE: 1.00

Major Assignment: 70 - Teacher 100%

Assignment 1:

Other Assignment 2:

Total # days used to determine base salary: 180

Total # days employed during the preceding year: 180

Compensation		Employer Paid Benefits	
Total Salary (MIS03)	\$1,000,000	Health Insurance	0
Base Salary (including all 401 (a), (k), 403	0	Dental, Vision and Cancer Insurance	0

© 2008, North Dakota Department of Public Instruction. [View Disclaimer](#)

start

Untitled - WinDVD Cr...

Microsoft Excel - Pass...

Inbox - Microsoft Out...

Employee Compensat...

Document1 - Microsof...

50 9:10 AM Wednesday 5/21/2008

Figure 4: “Check Out” a record for editing.

6. Once you have checked out the record:

- Items you cannot change are rolled over from the MIS03 form.
- Items you can change / correct appear with blue boxes around them.
- You can click **“Save”** at any time to save any changes you have made.

7. See **Appendix A (Starting on page 10)** for detail on items in the Employee Compensation Report and their descriptions.

A. Once you have entered the data click **“Validate”**:

- If any errors are listed, you will have to “Check Out” the report again and correct the errors and repeat the validation process.
- If any warnings are listed, they will not prevent you from completing the submission process, however, DPI would greatly appreciate it if you could take some time and correct the data causing the warnings.

B. When you have completed work on one record, click **“Check In”**. Select another record and repeat the process from Step 3.

C. When you are done with all records for every licensed personnel at each school and the LEA, click **“Submit”**.

NOTE: For Import / Export of data see Appendix B on page 14.

THIS WILL COMPLETE YOUR SUBMISSION. THANK YOU

Figure 5: Validate, Check In, and Submit.

APPENDIX A

Employee Compensation Report – Data Items

STARS
mated Reporting System

Employee Compensation Report (ECR)
Public LEA: DPI DISTRICT
Year: 2007-2008

Employee - QUEEN ELIZABETH
Enter the employee compensation package for each of the compensation and benefit categories. Round all values to the nearest dollar
[Return to Employee List](#)
QUEEN ELIZABETH
License Number: 45, Year of Birth: 1967, Gender: Female
Years Experience: 0, Highest Degree: 4 - Bachelor's Degree
Not a new teacher, Teacher Status: Full-time at one school only

LEA: DPI DISTRICT (99-999)NCES ID
School: DPI DISTRICT (99-999)
FTE: 1.00
Major Assignment: 70 - Teacher 100%
Other Assignment 1:
Other Assignment 2:

Total # days used to determine base salary: 180
Total # days employed during the preceding year:

Compensation		Employer Paid Benefits	
Total Salary (MIS03)	\$1,000,000	Health Insurance	0
Base Salary (including all 401 (a), (k), 403 (b), 414 (h) and 457)	0	Dental, Vision and Cancer Insurance	0
Total compensation for extended contracts	0	Life and Long-term Disability Insurance	0
Total compensation for co-curricular activities	0	Total TFFR paid by employer	0
Contract buyout	0	Employer share of FICA	0
Compensation in lieu of salary	0	Dues or membership fees paid by employer	0
Signing bonus	0	Total Benefits	0
Compensation for substitute teaching and workload adjustment	0		
Total of any other compensation	0		
Total Salary	0		
Total Compensation	0		

Figure 6: The actual Employee Compensation Report Form.

The form consists of two sections:

1. Section I: This part is pre-filled from the employee's MIS03 form and other sources – it cannot be changed.
2. Section II: This is the part that needs to be completed (in blue boxes when the record is “checked out”).

SECTION I: Pre-filled Section:

- Employee Name
- License Number
- Year of Birth
- Gender:
 - Male
 - Female
- Years of Experience
- Highest degree:
 - Less than 2 year college course
 - Approved 2, 3, or 4 year teaching or career & technology / occ. Course
 - Bachelor's degree
 - Master's degree
 - Approved 6 year course (specialist degree)
 - Doctor's degree
- New Teacher Indicator (calculated field):
 - New to current School District
 - New to the State
 - Not a new teacher
- Teacher Status (calculated field):
 - Full-time at one school only
 - Full-time assigned to several schools
 - Missing
- LEA
- NCES ID
- School
- Full-time Equivalent (FTE)
- Major assignment, Percent time
- Other assignment 1, Percent time
- Other assignment 2, Percent time
- Total # days to determine base salary
- Total salary (MIS03)

SECTION II: Section to be filled:

1) Total # days employed during the preceding year:

This should be the actual number of days employed, usually as reported on the MIS03, with the exception of those licensed personnel who did not complete their contract.

A: Compensation:

2) Base Salary - including all 401 (a), (k), 403 (b), 414 (h), and 457:

Enter the employees' base salary. Round amounts to the nearest dollar and do not use dollar signs, decimals, or commas.

3) Total Compensation for extended contracts:

Enter any compensation paid to the employee beyond the initial contract amount. For example, salary received for teaching a summer school class that was not included in the teachers' base contract would be recorded in this field.

4) Total compensation for co-curricular activities:

Enter any compensation paid to the employee for activities that are supplemental to, but not part of, the academic curriculum. Some examples of co-curricular activities would be coaching of sports teams, coaching of optional academic teams (chess team, debate team, etc.), or participation in community activities approved for compensation by school or LEA officials (voter registration drives, blood drives, etc.).

5) Contract buyout:

Enter any compensation paid to the employee as the result of a contractual buyout.

6) Compensation in lieu of salary:

Enter the dollar amount corresponding to compensation received by the employee that is not paid to them in the form of salary. For example, if your LEA provides housing, utilities, or vehicles to employees, the dollar value of this compensation should be reported in this field.

7) Signing bonus:

If applicable, enter the dollar amount paid to the employee as a signing bonus upon signing their contract.

8) Compensation for substitute teaching and workload adjustment:

If applicable, enter any compensation paid to the employee for substitute teaching, or for officially documented workload adjustment.

9) Total of any other compensation:

Enter any additional compensation paid to the employee that does not fit into any of the above categories (1 – 8). Cash payout for sick leave would be an example of the type of compensation to be recorded in this field.

B: Employer paid benefits:

- 10) Health Insurance:
- 11) Dental, Vision, and / or Cancer Insurance:
- 12) Life and Long-term Disability Insurance:
- 13) Total TFFR paid by employer:
- 14) Employer share of FICA:
- 15) Dues or membership fees paid by employer
- 16) Total of any other benefits provided by employer

APPENDIX B

Employee Compensation Report – Import / Export

A. Exporting Data:

1. When in the Employee Compensation Report, Click the “Export” link, as shown in Fig. 7a.
2. You will then be taken to a screen where you will be asked which report you want to export:
 - a. Select the Employee Compensation Report
 - b. Click on the export button, as shown in Figure 7b.
3. A window will pop up asking if you want to open or save a comma delimited file (Fig. 7c).

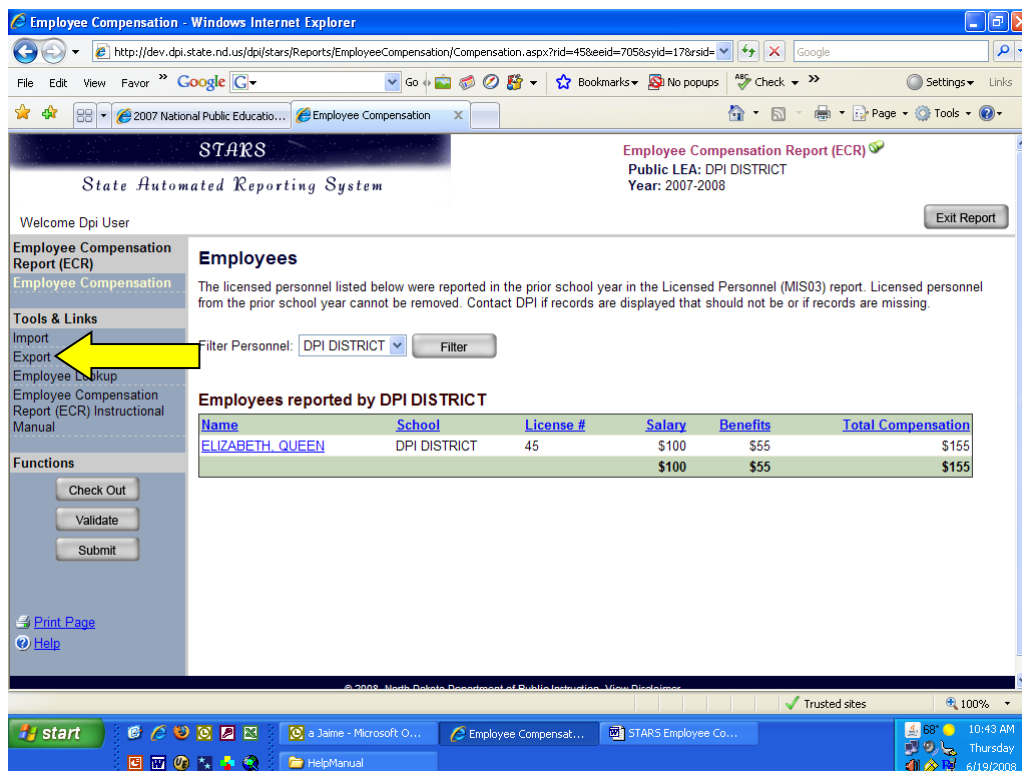


Figure 7a: Initiating data export

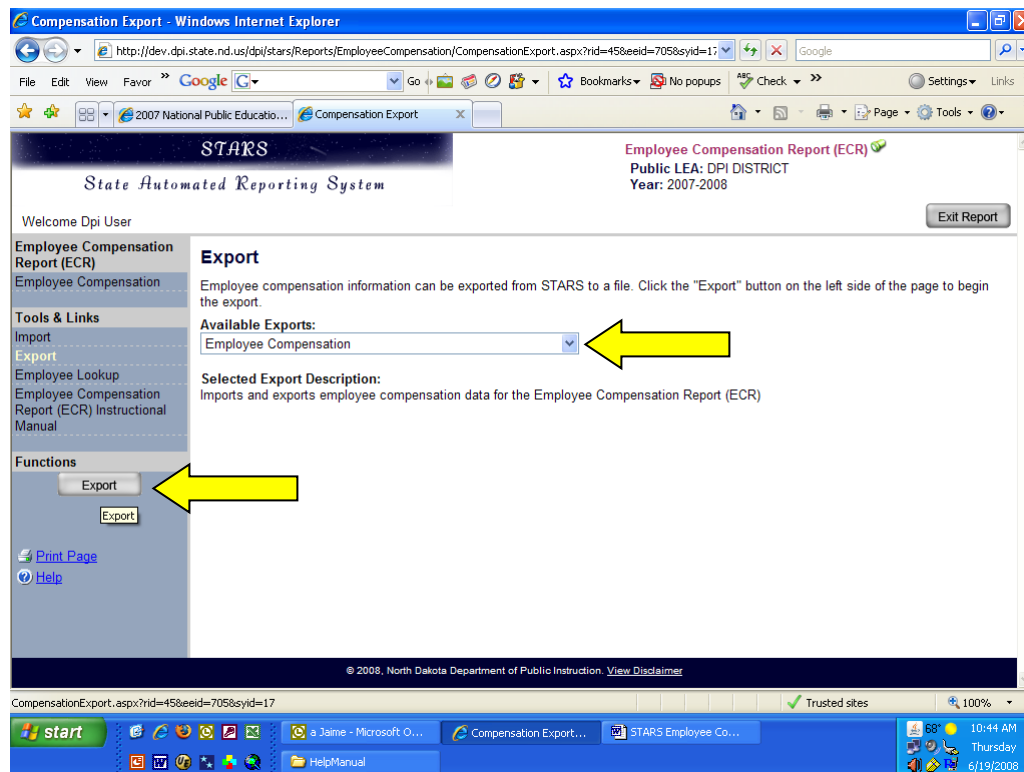


Figure 7b: Exporting data

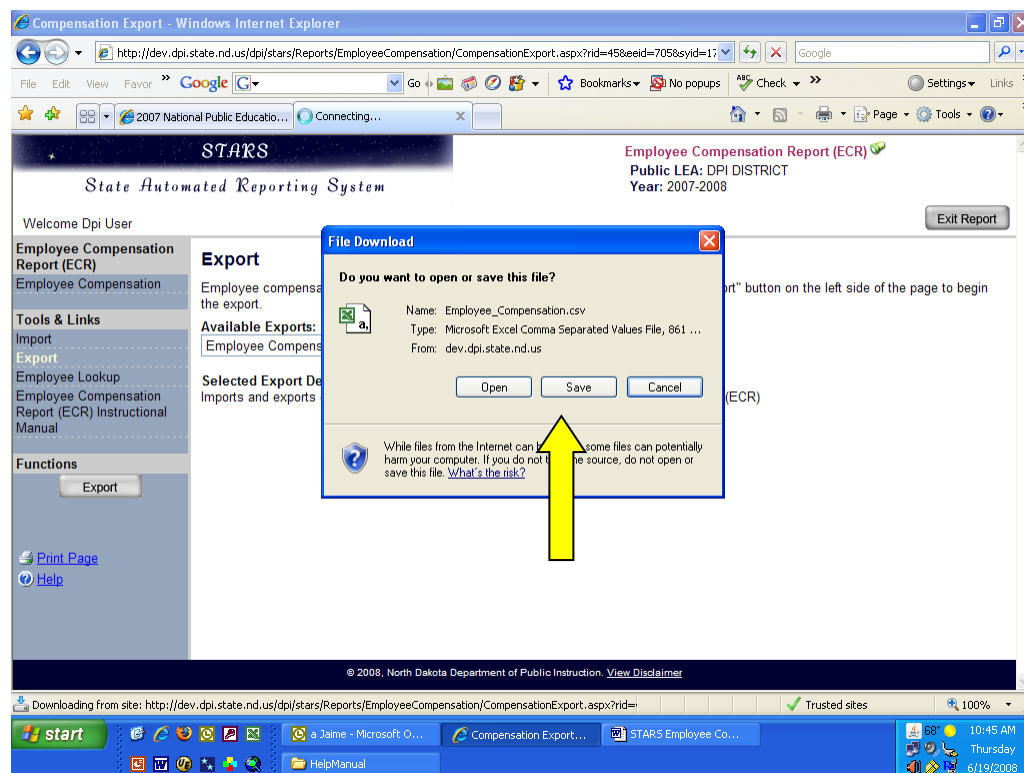


Figure 7c: Saving your exported data

B. Importing Data:

1. When in the Employee Compensation Report, Click the “Import” link, as shown in Fig. 8a.
2. You will then be taken to a screen where you will be asked which report you want to import:
 - a. Select the Employee Compensation Report
 - b. Click on the “Next” button, as shown in Figure 8b.
3. Click on the “Browse” button, locate the file you wish to import, and click on the “Next” button, as shown in Figure 8c.
4. Upon successful completion, you should get a message indicating a successful import. Click next and begin validation, as shown in Figure 8d.

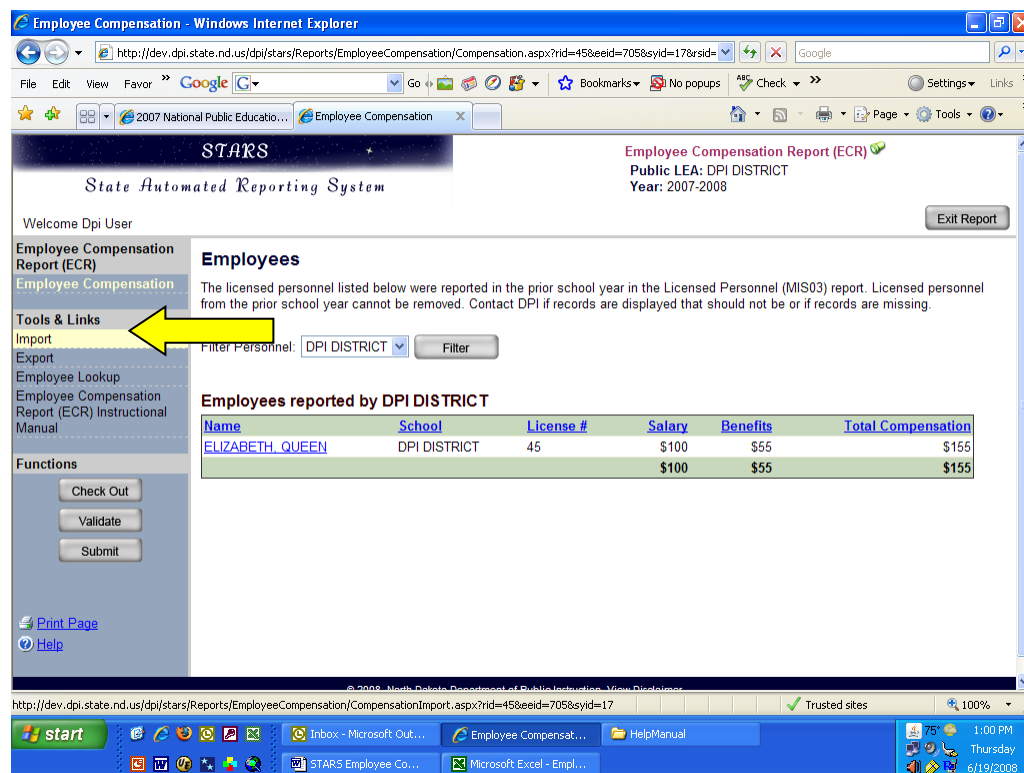


Figure 8a: Initiating data import

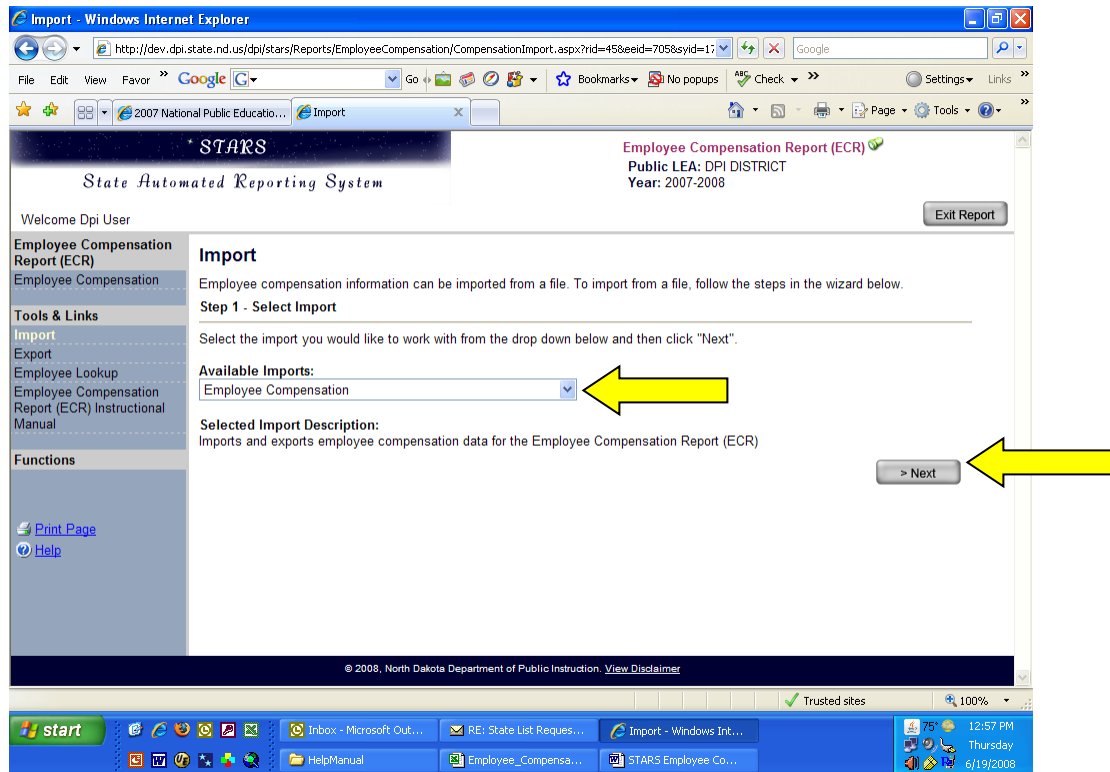


Figure 8b: Step 1 – Begin data import

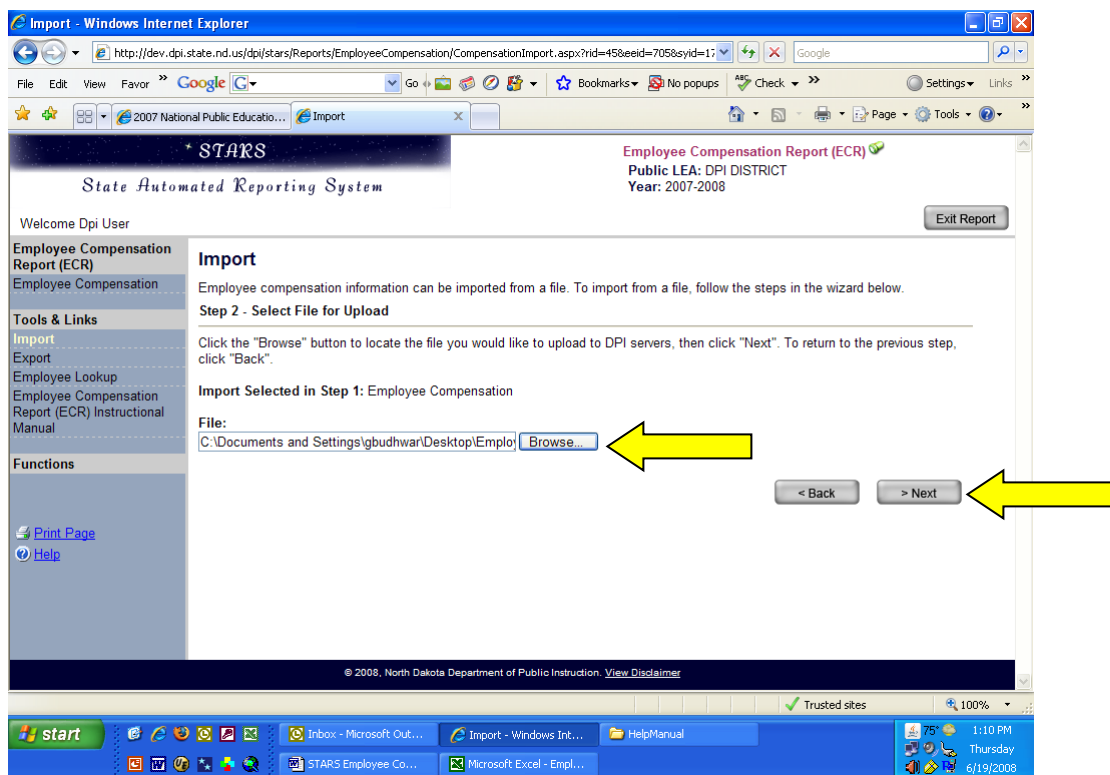


Figure 8c: Select file to import

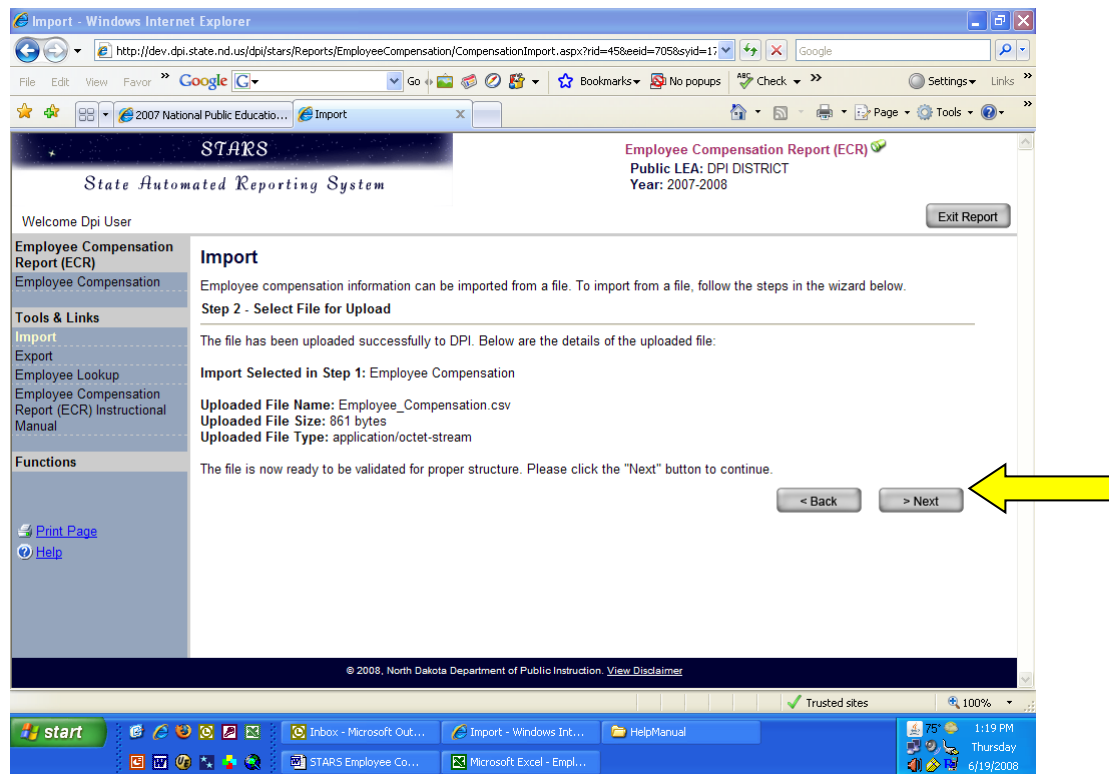


Figure 8d: Import successful message

REMINDER:

1. Please complete and submit the Employee Compensation Report on or before September 10th.
2. Contact Information: Don Kaiser
Tel: (701) 328-1809
Email: dkaiser@nd.gov